

JOB DESCRIPTION

JOB TITLE: Director of Social Services

GRADE: 22

JOB CODE: 2404

DATE: 11/8/95

GENERAL FUNCTION: Under administrative direction, plans, directs, organizes, and supervises a social service program to meet the social needs of patients being served by the local health department. The position would be primarily for a health department large enough in scope to provide comprehensive social services requiring social worker staff (both entry and senior) and other appropriate staff (primarily supportive and allied health) in meeting the needs of patients being served by a local health department. The incumbent would spend the majority of time (in excess of 80%) in overseeing a complete social service program for the agency. Overseeing would include planning for services, implementing those services, directing and supervising staff to carry out and provide social services, performing administrative and financial management functions, evaluating the effectiveness and efficiency of social service programs, and advising the Director of the agency on social service program(s).

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Controls and coordinates the work of employees providing social services to patients receiving services from the agency. Ensure that staff are scheduled according to the requirement of patient loads at the clinic and home setting.

Monitors the status of the social service program through the review of appropriate reports, staff meetings of social service staff and medical staff meetings.

Participates with program staff and administration in the formulation of the annual budget process. Monitors expenditures and revenues for services provided and makes appropriate recommendation for action as necessary.

Evaluates, interprets and applies all policies and procedures relating to the social services program for staff, management, and clients.

Initiates the process for recruitment of staff, interviews applicants as appropriate and makes recommendations for the appointment of and assigns social work staff.

Performs performance appraisal for subordinate supervisory and non-supervisory staff. Counsels employees experiencing problems and initiates appropriate action when indicated.

Meets with civic groups, public officials and the general public to explain program services, policies and regulations.

JOB TITLE: Director of Social Services (continued)

JOB CODE: 2404

Attends special training programs, policy meetings at the state and regional sites to maintain current on regulations, program standards regarding social services.

Initiates on-the-job training, staff meetings, employee orientation programs to assist staff in keeping abreast of program requirement.

Advises the director of the agency and other members of the professional staff regarding the social services program policies, eligibility criteria for services and standards.

Provides social services assessment and case management as appropriate.

SUPERVISION RECEIVED: Policy direction only; incumbent sets virtually all objectives.

SUPERVISION EXERCISED: This position would require immediate supervision of social service supervisory staff, professional social workers as appropriate, and support staff

JOB SPECIFICATIONS:

Knowledge and Abilities:

Minimum Education, Training, and Experience Requirements: Masters degree in Social Work or Psychology. Three years of experience in social work preferably with one year of supervisory experience

or

Bachelors degree in Social Work or Psychology. Four years of experience in social work preferably with one year of supervisory experience.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Social Services Coordinator **GRADE:** 19

JOB CODE: 2401

DATE: 11/8/95

GENERAL FUNCTION: Under administrative direction of the Director of the local health

department, in addition to providing professional social work services, supervises professional social work staff and other closely related staff in providing a social work program to support the medical services provided by the health department. At least fifty (50) percent of the incumbents activities would be divided among supervising staff, administrative, program evaluation and financial management. The incumbent would be the primary person for linkage with state and other appropriate individuals and agencies in maintaining services according to program standards. The position may also supervise staff activities within a program area such as home health, home and community-based waiver, or other programs where professional and supportive staff would be supervised.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Supervise social workers and appropriate staff (clinical assistants, homemaker, social service aide, etc.) in the provision of social work services for patients of the local health department.

- a. assist in analyzing schedules of staff to see patients through the clinic and/or home setting.
- b. review social service documentation by staff to ensure completeness and accuracy.
- c. observe staff in the process of related services through direct observation, discussion with staff and co-workers, and patient interview.
- d. complete performance evaluation as appropriate.
- e. review various reports available through the network to monitor caseloads of staff, service provision, and expenditures/receipts for social service.

Plan, prepare, and conduct in-service education programs in social work for professional and allied health staff to keep abreast of social work practice and change in program standards.

Prepare reports and summarize progress and activities at regular intervals.

Maintain an appropriate caseload of patients and provide social work services. Conducts serial assessment of patient, the clinic or home setting, develops a treatment plan in conjunction with medical and allied health staff, and provide case management according to treatment plan.

Attend meetings to represent the agency at the local, state, and regional levels to obtain information on social service program, changes in program standards, and program management, to maintain current.

Speak before area groups and organizations and other interested organizations on particular programs

JOB TITLE: Social Services Coord. (cont'd)

JOB CODE: 2401

Advise the agency director, members of the medical staff, and other program staff on social services programs and standards.

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: This position would require supervision of social worker(s), social support staff, and/or appropriate allied health staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Considerable knowledge of social work methods and practices.

Ability to plan and organize the work of staff.

Ability to supervise and inspect the work of subordinate staff.

Ability to write technical, professional and administrative reports.

Ability to exercise exceptional judgement in the planning and initiating of social service programs.

Thorough knowledge of the function/organizational structure, authority and limitations of the local health department and of other governmental jurisdictions and agencies in the area.

Ability to establish and maintain effective working relationships with governmental officials, other employees, and the general public.

Considerable knowledge of the practice, systems, and policies of the agency and ability to interpret them concisely and accurately to the public and employees.

Ability to exercise individual initiative and use discretion in confidential matters.

Minimum Education, Training and Experience Requirements: Masters degree in Social Work or Psychology. Two years of experience working in a public health agency in social work or other agency where social work knowledge, skills and abilities can be developed and applied

or

Bachelors degree in Social Work or Psychology. Four years of experience working in a public

JOB TITLE: Social Services Coord. (cont'd)

JOB CODE: 2401

health agency in social work or other agency where social work knowledge, skills and abilities can be developed and applied.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Social Worker

GRADE: 14

JOB CODE: 2402

DATE: 3/20/95

GENERAL FUNCTION: Under the direction of appropriate social work personnel or the Director of the local health department, is responsible for social assessments in the clinic and home setting, determining and redetermining eligibility for selected services, counseling patients and clients as to services available, preparing a treatment plan in conjunction with other professional staff, and following the progress of patients/clients receiving medical/social services.

DISTINGUISHING CHARACTERISTICS OF THE CLASS: This classification is characterized as a professional position, applying the knowledge, abilities, and skills acquired through academic preparation in the health department environment. This is an entry level position that provides for the necessary on-the-job training under supervision, participation in formal training/education programs, and supervised work in a variety of program areas. The programs may include one or more of the following: In-home Program, Home and Community Based Waiver, Family Planning, Prenatal, Sudden Infant Death, or Home Health. The training programs and on the job experience will familiarize the incumbent with the various programs and services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Conduct a social assessment of the patient by interviewing the patient in the clinic and/or home setting to determine services and resources needed. Evaluation interview would include psychological needs of the patient, family support availability, history of substance and physical abuse.

Prepare treatment plan based on the social assessment in conjunction with nursing personnel and other care givers of the agency or community.

Provide indicated services or assist patient in acquiring services within the community. This service may include one or more of the following: assisting patient with Medicare, Medicaid eligibility; and food stamp eligibility.

Counseling patient regarding sudden infant death, AIDs, sterilization, family planning, family relationships, substance abuse, and grief counseling; visit home of patient as indicated to assist with social, emotional, financial and housing problem.

Provide reassessment of client according to program requirement; follow up to monitor the provision of services and determine eligibility for selected services; follow up on missed appointments, work with nurses and other staff as appropriate.

JOB TITLE: Social Worker (continued)

JOB CODE: 2402

Document in patient(s) records, services received, changes, problem .

Attend staff meetings and other appropriate staff meetings and educational activities.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: The position does not require direct supervisory responsibility. There may be responsibility for coordinating the activities of homemaker, home health aides, or clinical assistants related to services provided accordingly.

JOB SPECIFICATIONS:

Knowledge and Abilities:

General knowledge of basic social work concepts and principles.

Ability to relate and deal with people.

Ability to function independently and utilize the support of various disciplines regarding patient's progress and needs.

Ability to maintain records and files.

Ability to meet the public and discuss problems and complaints tactfully, courteously and effectively.

Ability to establish and maintain effective working relationships with governmental representatives, other employees, and the general public.

Ability to exercise individual initiatives and use discretion in confidential matters.

Minimum Education, Training and Experience Requirements: Four-year degree from a college or university with a major in Social Work or Psychology. No experience is required. An individual with a major in Sociology may be considered for this position if the individual has at least one year of experience in case assessment and management.

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JOB DESCRIPTION

JOB TITLE: Senior Social Worker **GRADE:** 17

JOB CODE: 2403 **DATE:** 3/20/95

GENERAL FUNCTION: Under administrative direction of appropriate social work personnel or the Director of the local health department, provides professional social work services through the assessment of client needs and the provision of social services on complex cases; and act as a resource person/trainer for other staff, volunteers, and may serve as a working supervisor, a lead person for other social work staff and related staff. Program involvement may include one or more of the following: In-home, Home and Community Based Waiver, Family Planning, Prenatal, Home Health, SIDS.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Conduct a social assessment of the patient by interviewing the patient in the clinic and/or home setting to determine services and resources needed. Evaluation interview would include psychological needs of the patient, family support availability, history of substance or physical abuse.

Prepare treatment plan based on the social assessment in conjunction with nursing personnel and other care givers of the agency or community.

Provide indicated services or assist patient in acquiring services within the community. This service may include one or more of the following: Assisting patient with Medicare, Medicaid eligibility and food stamps

Counseling patient regarding Sudden Infant Death, AIDs, sterilization, family planning, family relationships, substance and or physical abuse.

Assist patient with obtaining or getting services

Visit home of patient as indicated to assist with social, emotional, financial and housing problem.

Provide reassessment of client according to program requirement; follow up to monitor the provision of services and determine eligibility for selected services; follow up on missed appointments, work with nurses and other staff as appropriate.

Document in patient(s) records services received, changes in patient, problem .

Attend staff meetings and other appropriate staff meetings and educational activities

JOB TITLE: Senior Social Worker (continued) **JOB CODE:** 2403

Assists in formulation of policy recommendations, including preparation of forms, procedures, and manual material.

Initiates and reviews the preparation of technical, professional and administrative reports as assigned.

Coordinates agency functions and resources with those of other government and private jurisdiction.

May supervise staff as a working supervisor, including social worker and other related (clinical assistant) staff.

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: The incumbent may act as working supervisor or lead person for appropriate staff but may include social worker, clinical assistants, homemakers, etc.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Considerable knowledge of social work methods and practices.

Ability to plan and organize the work of staff.

Ability to supervise and inspect the work of subordinate staff.

Ability to write technical, professional and administrative reports.

Ability to exercise exceptional judgement in the planning and initiating of social service programs.

Thorough knowledge of the functions, organizational structure, authority and limitations of the local health department and of other governmental jurisdictions and agencies in the area.

Ability to establish and maintain effective working relationships with governmental officials, other employees and the general public.

Considerable knowledge of the practice, system, and policies of the agency, and ability to interpret them concisely and accurately to the public and employees.

Ability to exercise individual initiative and use discretion in confidential matters.

JOB TITLE: Senior Social Worker (continued)

JOB CODE: 2403

Minimum Education, Training, and Experience Requirements: Four year degree from a college or university with a major in social work or psychology. One year experience in professional social work that includes patient assessment and case management.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Director of Nutrition Services

GRADE: 22

JOB CODE: 2501

DATE: 11/8/95

GENERAL FUNCTION: Under administrative direction of the Director of the Local Health Department is responsible for directing and overseeing the nutrition program and services to meet the needs of patients served by the health department spending at least 90% of the time in planning and directing staff, performing administrative activities, monitoring and evaluating nutrition services, and serving as the chief specialist on nutrition for the local health department.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Serves as the chief specialist on nutrition for the local health department.

Determines nature and extent of nutrition needs; establishes long range and short term program goals, priorities, and standards; and evaluates nutrition programs.

Coordinates and integrates the nutrition services with other operating programs of the local health department.

Responsible for quality assurance of nutrition programs in accordance with established policies and procedures.

Interprets community health nutrition programs and research results.

Initiates and directs the development of nutrition educational materials.

Supervises staff engaged in providing consultation service on nutrition.

Supervises or performs recruitment, selection, training, and evaluation of subordinate staff personnel.

Supervises the planning of the community health field experience for students studying nutrition.

Develops and prepares appropriate records and reports on the nutrition component of the agency.

Performs related work as required.

SUPERVISION RECEIVED: Policy direction only; incumbent sets virtually all objectives.

JOB TITLE: Dir. of Nutrition Services (continued)

JOB CODE: 2501

SUPERVISION EXERCISED: Incumbent would have direct responsibility for supervising nutrition coordinator or nutrition staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Thorough knowledge of human nutrition and its relationship to health and disease.

Thorough knowledge of the field of nutrition as it relates to public health practices.

Thorough knowledge of principles of public health practice and administration.

Thorough knowledge of social, cultural, and economic factors of individuals and families as they apply to public health nutrition.

Thorough knowledge of organization, content, and goals of the public health program.

Knowledge of the principles of supervision and consultation.

Knowledge of other public programs related to nutrition.

Ability to administer a comprehensive nutrition program.

Ability to analyze, evaluate, interpret, and promote the nutrition aspects of public health programs.

Ability to plan and to establish policies.

Ability to analyze and evaluate nutrition data.

Ability to establish and maintain effective working relations with the public and agency staff.

Ability to present ideas clearly and concisely, orally and in writing.

Ability to plan and organize work effectively and independently.

Minimum Education, Training, and Experience Requirements: Graduate of an accredited college or university with a Bachelor's degree. Have a Master's degree in nutrition, public health nutrition, community nutrition, dietetics, home economics or related field including or supplemented by public health courses and be a licensed dietitian (L.D.) as provided by the

JOB TITLE: Dir. of Nutrition Services (continued)

JOB CODE: 2501

Kentucky Board of Licensure and Certification (KRS 310.021) or be a Certified Nutritionist (C.N.) as provided by the Kentucky Board of Licensure and Certification (KRS 310.031) and have four (4) years of progressively responsible experience in nutrition in a health care facility with two (2) years in a consultation or supervisory capacity.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description

JOB DESCRIPTION

JOB TITLE: Nutrition Services Coordinator **GRADE:** 22

JOB CODE: 2502

DATE: 11/8/95

GENERAL FUNCTION: Under administrative direction of the Director of the health department or other appropriate supervisor provides nutrition counseling and education services for patients/clients being served by the agency and spends at least 50% of time in supervising the work of nutritionists and related staff and performs administrative activities as appropriate.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Coordinates and schedules nutrition staff to provide appropriate nutrition services based on the needs of individual patients, special program clinics, and home visits.

Conducts and/or arranges for nutrition education programs as requested by community agencies with groups and organizations.

Plans for and conducts in-service department educational programs on nutrition related topics; attends workshops and conferences to maintain up-to-date information on nutrition related information, changes in program standards, regulations and policies.

Supervises staff and evaluates their performance.

Plans and supervises public health nutrition field experience for students.

Develops and evaluates program plans for nutrition programs such as WIC, MCH; submits quarterly reports to director and state officials.

Provides individual and group nutrition education to patients of the health department, including but not limited to high risk, WIC clients, CHC, and prenatal. Plans specialized therapeutic diets.

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: Incumbent would directly supervise professional nutrition staff and related supportive staff assigned.

JOB SPECIFICATIONS:

Knowledge and Abilities:

JOB TITLE: Nutrition Services Coordinator (cont'd)

JOB CODE: 2502

Thorough knowledge of human nutrition and its relationship to health and disease.

Knowledge of the field of nutrition as it relates to public health practices.

Knowledge of social, cultural, and economic factors of individuals and families as they apply to public health nutrition.

Knowledge of research methods as applied to public health nutrition.

Knowledge of organization, content, and goals of the public health program.

Knowledge of principles of consultation.

Ability to analyze and evaluate nutrition data.

Ability to prepare acceptable materials for use by communication media.

Ability to establish and maintain effective working relations with the public and agency staff.

Ability to present ideas clearly and concisely, orally and written.

Ability to plan and organize work effectively and independently.

Minimum Education, Training, and Experience Requirements: Graduate of an accredited college or university with a Bachelors Degree, be a licensed dietitian (L. D.) as provided by the Kentucky Board of Licensure and Certification (KRS 310.021) or be a certified nutritionist (C.N.) as provided by the Kentucky Board of Licensure and Certification (KRS 310.031) and three (3) years of professional experience in a health care facility with one (1) year in consultation or a supervisory capacity. A masters degree in community nutrition, public health nutrition or related field may substitute for one (1) year of experience.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Nutritionist

GRADE: 14

JOB CODE: 2503

DATE: 11/8/95

GENERAL FUNCTION: Under general supervision, performs work of moderate difficulty as an entry level nutrition professional in the provision of education and counseling to individual clients and groups of clients concerning nutritional requirements for normal development and for specific physical conditions; and performs related work as required. The nutritionist would primarily work in the maternal and child health program area, WIC programs, and general nutrition.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Provides nutritional instruction, using a variety of instructional methods, to groups of clients attending public health clinics such as child health appraisal, pre-natal, family planning and hypertension clinics by teaching subjects such as menu planning, food selection, food preparation, and budgeting food stamps or WIC food instruments; demonstrations.

Provides individual counseling to selected clients identified by a nurse or a physician as needing individual nutritional counseling for a specific health condition.

Performs initial nutritional assessment and periodic reassessments of clients to identify nutritional problems relating to conditions such as obesity, anemia, hypertension, failure to thrive, and diabetes , plans a diet appropriate for the client, discusses the diet with the client and explains the relationship of the diet to the client's condition.

May determine eligibility for services according to program standards and requirements.

Assists nutritionists and other health professionals with the preparation of educational materials about nutrition, and participates as assigned in public health nutrition programs for schools and civic groups.

Refers clients to other agencies for additional services related to food and nutrition, such as the food stamp program and extension service programs.

Maintains individual client records, schedule of daily activities, monthly reports of group classes and individual counseling and other activities.

Participates with other nutritionists in the preparation of reports of nutritional services provided .

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures;

JOB TITLE: Nutritionist (continued)

JOB CODE: 2503

incumbent occasionally can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: No supervision responsibility required. However, there would be the requirement to coordinate activities with other appropriate service staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Good knowledge of normal nutritional requirements of newborns, infants, children, adults, and pregnant women; of nutritional requirements of persons with conditions such as hypertension, diabetes, anemia, obesity; of signs and symptoms of improper nutrition.

Working skill in the assessment of the nutritional status of newborns, infants, children, adults, and pregnant women.

Some skill in interviewing and counseling clients concerning nutrition; in conducting group training sessions.

Working ability to provide nutrition education and counseling to individual clients, groups of clients, and groups of citizens.

Working ability to persuade individuals to follow a prescribed diet.

Working ability to recognize the impact of improper nutrition on normal development and physical health.

Ability to learn the standard operating procedures and federal and state standards governing the provision of services through the program unit.

Ability to learn what services related to food and nutrition are available through other public and private community agencies and procedures for referring clients to those agencies.

Minimum Education, Training, and Experience Requirements: Bachelor's degree from an accredited college or university with a major in community nutrition, public health nutrition, foods and nutrition, dietetics or a Bachelors Degree in home economics with eighteen (18) semester hours in foods and nutrition or dietetics.

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JOB DESCRIPTION

JOB TITLE: Clinical Nutritionist

GRADE: 18

JOB CODE: 2504

DATE: 11/8/95

GENERAL FUNCTION: Under administrative direction of the Director of the health department or other appropriate supervisor provides moderate to complex nutrition case management of medically high risk individuals requiring physician-prescribed dietary and nutrition regimens and intensive counseling and conducts educational programs for the community based on needs assessment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Provides nutrition services to clients with significant nutrition problems, such as planning individual diets for clients with multiple conditions and conflicting dietary restrictions according to program standards and protocols.

Maintains appropriate records of nutrition services rendered and ensures that all nutrition services provided are properly documented.

Assesses training needs, develops training materials and conducts training sessions. Evaluates the effectiveness of in-service training programs and prepares reports of training activities.

Plans and coordinates in-service training programs in nutrition for subordinate staff and other health care personnel.

Provides consultation and assistance on nutritional matters to a variety of community agencies such as local heart and diabetes associations, hospitals, schools, agricultural extension services. Explains nutrition services offered by the health department, coordinates these services with others in the community, identifies gaps and duplications in services, and makes adjustments as necessary.

Writes newspaper articles and public service announcements about proper nutrition and available nutrition programs; lectures to school and community groups, and public and private agencies with an interest in or need for nutrition services.

Maintains current knowledge of changes in regulations and informs appropriate personnel, agencies and organizations of changes. Reviews and implements state and district level policies, standards and guidelines concerning nutrition services. Interprets state and federal regulations pertaining to the nutrition component of various health programs to subordinate staff, other health care personnel, nursing homes, day care centers and other local health care agencies.

JOB TITLE: Clinical Nutritionist (continued)

JOB CODE: 2504

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: May serve in the capacity of working supervisor or lead person for nutritionist or supportive staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Considerable knowledge of the normal and special nutritional requirements of the client population of the assigned area or program; of the signs and symptoms of improper nutrition; of the methods of planning diets for clients with multiple physical conditions and conflicting dietary requirements.

Good knowledge of the therapeutic effects of proper nutrition for clients with conditions such as hypertension and diabetes; of the criteria for identifying a client at nutritional risk and factors used to determine eligibility for participation in federally funded programs; of federal, state, and district policies, procedures and regulations pertaining to the provision of community nutrition services.

Some knowledge of the methods of developing in-service training and community education programs; of supervisory techniques effective with professional and para- professional staff; of the methods of program evaluation.

Considerable skill in assessing the nutritional status of individuals of various ages; in planning diets for individuals with various health problems.

Working skill in interviewing and counseling clients with nutrition problems; in making oral presentations to groups; in writing reports of nutrition program activities and informational and training materials, and in maintaining records of nutrition services rendered.

Considerable ability to provide nutrition education and counseling to individual clients, groups of clients and groups of citizens; to maintain current knowledge of federal, state, and district policies, procedures, and regulations applicable to the area of assignment.

Working ability to plan and coordinate nutrition services at the local level; to develop and conduct in-service training programs; to evaluate the performance of individual staff members and counsel them accordingly; to identify gaps and duplications in services and take appropriate action.

JOB TITLE: Clinical Nutritionist (continued)

JOB CODE: 2504

Minimum Education, Training, and Experience Requirements: Bachelors degree from an accredited college or university and be a licensed dietitian (L.D.) by the Kentucky State Board of Licensure and Certification as provided in KRS 310.021 or be a Certified Nutritionist (C.N.) by the Kentucky State Board of Licensure and Certification as provided in KRS 310.031.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.